

TRANSFER STATION ADVISORY COMMITTEE

MINUTES- Meeting Date 01 March 2013 (Draft Copy)

PRESENT: Dot Kelly (Chair), Allison Stolar, Connie Melvin, Carolyn Bayne, Craig Flaherty, Susan Cameron

ALSO PRESENT: Bob Steeger DPW, Steve Anderson- RTM Public Works Committee, Mark Adiletta-RTM Public Works Committee Chair, Jayme Stevenson- First Selectman, Terry Gaffney, Wendy Ward, Finley Wetmore, Ed Sweeney, Sophie Cirillo- graphic artist, Chris Oxe- City Carting

PREVIOUS MEETING'S MINUTES- Chairperson Dot Kelly opened meeting and made a motion to approve minutes from previous meeting as submitted; seconded by Connie Melvin, approved unanimously.

FACILITY NAME

- 'REFUSE DISPOSAL AREA' is the official name of site
- 'Transfer Station' is the official designation for the building located within RDA and its surrounding area
- Jayme Sullivan requested Committee be flexible in nomenclature used on signs to minimize confusion
- Dot Kelly made a motion that all Committee members as well as all non-committee involved participants vote on their choice of name for facility as well as flexible use of name(s) on signs.
- Motion seconded by Connie Melvin.
- Vote was unanimous for official facility name to be **DARIEN RECYCLING CENTER**; that the sign at the roadside entry to the facility read: 'Darien Recycling and Refuse Center'; and that other signs might carry other nomenclature as decided on a case-by-case basis as appropriate.

SIGNAGE

- Dot Kelly noted Board of Selectmen had authorized funds to hire a graphic artist for project.
- Graphic artist Sophie Cirillo selected. Ms. Cirillo presented her concepts to the committee. Her charge includes creation of:
 - o **SSR LOGO** for Town
 - o **COLOR INSERT** for inclusion in local newspapers & residential permit sticker packets
 - Budget allocation currently allows for only single-sided Insert
 - Ideally, back-side would include what does **not** go into SSR
 - D Kelly to request additional funding from RTM March 11th for 2-sided insert
 - Note made to replace 'DEEP' acronym with full name
 - o **SIGNAGE** in Recycling Center (all to be paid for by CC, as per contract) to include:
 - At SSR transfer point, in front of SSR dumpsters
 - At Cardboard transfer point, in front of Cardboard dumpster
 - At entryway to area in front of building and dumpsters where tree stump currently sits
 - Noted need for additional placards in future for 'textiles' etc.
 - Recycling Center Entrance
 - Includes both SSR logo and Town of Darien logo
 - Discussion about re-painting concrete wall inside building and possible posting of sign
 - o **MAP, TRIFOLD, POSTER, ADDITIONAL SIGNS** are still in development

OPERATIONS SUB-COMMITTEE

- Allison Stolar presented latest draft of Info and Recommendations to be presented to Board of Selectmen
- Presented as assemblage of data, NOT as a personal recommendation.
- All committee members & involved individuals actively encouraged to submit feedback for next draft
- Much discussion ensued on specifics of language.
- Remove *SUBSIDY* from verbiage and replace with *COST*
- Question was raised- Should committee's provenance include making site 'revenue neutral'?

- Noted that it is Committee's charge to identify current set up, and to present recommendations for Board of Selectmen's consideration
 - Any decision made will be the provenance of the Selectmen, not of the Committee
- Point made- condense Operations & Improvements Recommendations to single page with 'bullet points'
 - Data and charts to be made available as addenda
- License plate reader pushed off for future consideration
- Question raised on documentation requirements for permits
 - RS- documentation of residency required for all new applicants, many renewal applicants
 - Commercial permits are metal plates that are supposed to be permanently attached to vehicle
- Raising of Permit Fee is noted as a divisive issue- question raised on wisdom of raising fee to residents
 - Primary core belief is to promulgate increase in SSR
 - Increased fee structure may dilute power of central message
 - Commercial Brush Permit Fee identified as the biggest loophole in current structure
- As there still seems to be a need for clarification and distillation of message, Dot Kelly made a motion the Committee vote for another meeting focused on March 08th to fine tune recommendations for Selectmen or alternatively, to postpone presentation to Selectmen for one month. Connie Melvin seconded motion.
- Committee voted unanimously to hold an additional meeting on Thursday the 7th Of March.

ERRATA

- **SIGNAGE** in work; temporary signs in place on site presently
- Photographs and photo paper now acceptable in SSR

NEXT MEETING: March 07th, Thursday- 9:00 AM

Submitted by Terry Gaffney